

10 September 1999

Miscellaneous

**USE OF CIVIL AIR PATROL NAME, SEAL AND EMBLEM; USE, DISPLAY AND CEREMONIAL
DESTRUCTION OF THE UNITED STATES FLAG AND CIVIL AIR PATROL FLAGS**

This regulation describes the Civil Air Patrol name, seal, emblem, and flags (this regulation does not concern the “corporate seal,” as described in the Civil Air Patrol constitution. Use of the “corporate seal” is reserved for legal documents as required by law). This regulation prescribes policy for use of the Civil Air Patrol seal, emblem, and flags and for use, display, and ceremonial destruction of the United States flag. **Note: Shaded areas identify new or revised material.**

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Supersedes CAPR 900-2, 30 March 1992.

OPR: PA

Distribution: In accordance with CAPR 5-4.

SECTION A—USE OF CIVIL AIR PATROL NAME, SEAL AND EMBLEM

1. Policy. The use of the Civil Air Patrol (CAP) Name, Seal and the Civil Air Patrol emblem is not permitted except as authorized herein.

2. Description:

a. Name. When used as a proper noun, the name Civil Air Patrol will be used as written without the definitive article “the” preceding it.

b. Civil Air Patrol Seal (see Figure 1). The design of the CAP Seal and its heraldic significance are set forth as follows:

(1) Crest. The crest includes the American eagle, which is symbolic of the United States and air-striking power; the cloud formation behind the eagle depicts the creation of a new firmament; and the twists of the wreaths beneath the eagle incorporate the colors of the basic shield design.

(2) Shield. The basic CAP emblem is superimposed on the shield.

(3) Encircling Stars. The encircling 13 stars represent the original 13 colonies of the United States, and the three set apart at the top of the design portray the three departments within the Department of Defense—the Army, Navy and Air Force.

(4) Encircling Band. On the band encircling the design are the inscriptions “United States Air Force Auxiliary” and “Civil Air Patrol.”

(5) Colors. When the seal is reproduced in color, the background will be silver gray; the shield will be dark blue; the triangle will be white; and the three-bladed propeller will be red. The twists of the wreaths will be alternately white and dark blue, and the eagle will be gold in front of a white cloud. The 13 stars will be white edged in dark blue. The wide encircling band will be white and surrounded by a small gold band edged in dark blue on the inside and two small gold bands edged in dark blue on the outside. The lettering on the wide white band will be ultramarine blue.



Figure 1. Civil Air Patrol Seal.

c. Civil Air Patrol Emblem (see Figure 2). The CAP emblem consists of an ultramarine blue disc on which a white equilateral triangle is superimposed. Within the triangle in white are the words “USAF Auxiliary.” Centered above and contiguous to the disc is a red stripe on which the words “Civil Air Patrol” are superimposed.



Figure 2. Civil Air Patrol Emblem.

3. Authorized Use:

a. In accordance with Federal Statute 36 U.S.C. Section 206, Civil Air Patrol Corporation shall have the sole and exclusive right to the name “Civil Air Patrol.”

b. The Civil Air Patrol name will not be used for personal gain. Additionally, the name will not be used for any commercial purpose, except under licensing agreement as approved by the Executive Director after review by General Counsel. The name may generally be used on:

(1) Corporate vehicles upon approval of the wing commander. Such approval will be granted only where its use would reflect favorably upon Civil Air Patrol (see CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Owned Vehicles*).

(2) CAP-owned aircraft and member-owned aircraft used for CAP business upon approval of the wing or region commander as appropriate. Such approval will be granted only where its use would reflect favorably upon CAP.

(3) All official CAP publications (through squadron level).

(4) All official CAP web pages (through squadron level).

(5) Official invitations, greetings, and programs at national, regional, and wing levels.

(6) Stationery of any CAP unit or authorized committee.

(7) Membership cards issued by National Headquarters.

(8) Signs identifying CAP units at all levels. Ensure that signs are attractively painted and well maintained.

(9) Posters and other informational or recruiting materials issued by National Headquarters.

(10) Civil Air Patrol business cards, using the member's official CAP duty title.

(11) Approval from National Headquarters (HQ CAP/PA) must be obtained to use the name for any purpose other than those listed above and to use the name in advertisements.

c. The Civil Air Patrol seal will not be used for personal gain. Additionally, the CAP seal will not be used for any commercial purpose, except under licensing agreement as approved by the Executive Director after review by General Counsel. The CAP seal may generally be used on:

(1) Corporate vehicles upon approval of the wing commander. Such approval will be granted only where its use would reflect favorably upon Civil Air Patrol (see CAPR 77-1).

(2) CAP-owned aircraft and member-owned aircraft used for CAP business upon approval of the wing or region commander as appropriate. Such approval will be granted only where its use would reflect favorably upon CAP.

(3) All official CAP publications (through squadron level).

(4) All official CAP web pages (through squadron level).

(5) Official invitations, greetings, and programs at national, regional, and wing levels.

(6) Stationery of any CAP unit or authorized committee. Civil Air Patrol units below regional level are encouraged to use their wing shoulder patches on unit stationery. These may be used with or without the CAP seal. The name of the commander or the committee chairman may appear on such stationery only during the period when the named individual holds such office.

(7) Membership cards issued by National Headquarters.

(8) Signs identifying CAP units at all levels. Ensure that signs are attractively painted and well maintained.

(9) Posters and other informational or recruiting materials issued by National Headquarters.

(10) Civil Air Patrol business cards, using the member's official CAP duty title.

(11) Approval from NHQ CAP/PA must be obtained to use the seal for any purpose other than those listed above. Use of the seal in advertisements is prohibited.

d. The Civil Air Patrol emblem will not be used for personal gain. Additionally, the CAP emblem will not be used for any commercial purpose, except under licensing agreement as approved by the Executive Director after review by General Counsel. The CAP emblem may generally be used on:

(1) CAP-owned or privately-owned equipment where use of the CAP seal is not authorized.

(2) Posters and other items used in CAP displays.

(3) Unit informational materials.

(4) Wing certificates and scrolls.

(5) Insignia, jewelry, and similar articles when specifically authorized by NHQ CAP/PA.

SECTION B—USE AND DISPLAY OF THE UNITED STATES FLAG AND CIVIL AIR PATROL FLAGS

4. Policy. The flags described in this regulation are authorized for use in Civil Air Patrol.

5. Type of Flags Authorized for Use in CAP:

a. US Flags. The term "US flag," as used throughout this regulation, means the flag of the United States of America. It includes both the "all-purpose flag" and the "organizational flag." Uses of the US flag are covered in paragraphs 7 and 8.

(1) All-Purpose Flag. Made of bunting, this flag is 5 feet in depth by 9 feet, 6 inches in width (see Figure 3).

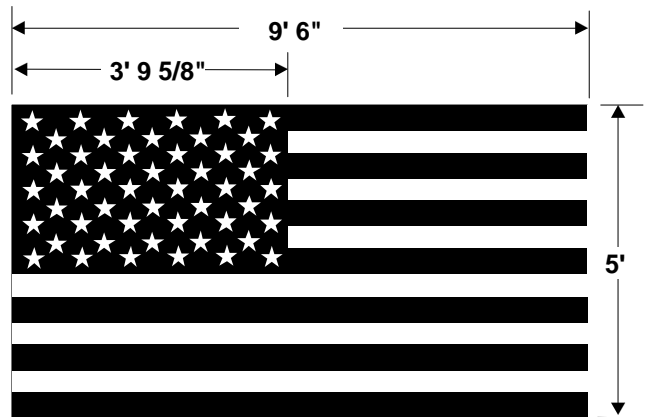


Figure 3. US All-Purpose Flag.

(2) Organizational Flag. Made of silk or a synthetic substitute, this flag is 3 feet in depth and 4 feet in width. It is trimmed on three edges with a 2 1/2 inch wide fringe of yellow silk (see Figure 4).

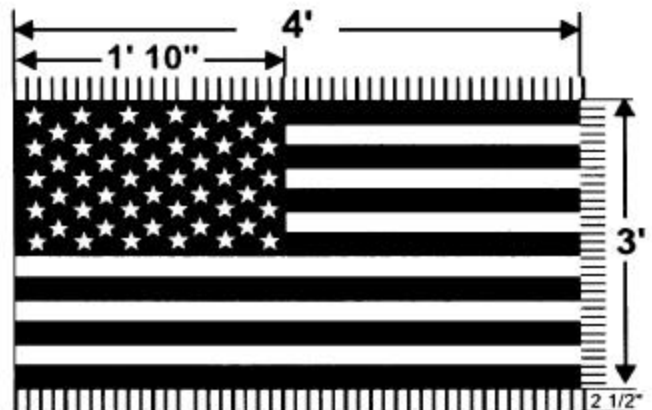


Figure 4. US Organizational Flag.

(3) Colors:

(a) Definition. The word “colors” when used by CAP will identify either the US all-purpose or US organizational flag as appropriate.

(b) Use of the Colors. Civil Air Patrol color guards may use facsimile or deactivated firearms only. A deactivated firearm is one in which ammunition cannot be placed or which is rendered inoperative even if ammunition is inserted in the chamber. This may be done by welding the bolt, removing the firing mechanism, or any other action that will prevent the insertion of ammunition or the firing of a weapon. A facsimile is a copy that is not capable of firing ammunition.

b. Civil Air Patrol Flags:

(1) National CAP Flag. Made of silk or a synthetic substitute, the silver gray field measures 4 feet, 4 inches by 5 feet, 6 inches and is trimmed on three sides with a 2 ½ inch wide blue silk fringe. The words “Civil Air Patrol” are inscribed on a scroll attached at the bottom of the shield. This flag will only be used when representing the national organization (see Figure 5).

(2) Civil Air Patrol Regional and Wing Flags. Made of silk or a synthetic substitute, the silver gray field measures 3 feet by 4 feet and is trimmed on three sides with a 2 ½ inch wide blue silk fringe. The center design is the same as the national CAP flag except for the scroll beneath the shield, which contains the appropriate wing or region designation (see Figure 6) and the scroll above the center design which is white and bears the words “Civil Air Patrol” in red letters. These flags will be used on ceremonial occasions when the region or wing organization is represented.

(3) Group and Squadron Flags. Flags are authorized for CAP groups and squadrons. They are made of ultramarine blue silk or a synthetic substitute material and measure 3 feet by 4 feet. In the center is the basic CAP insignia; above the insignia is a white scroll with the group or squadron designation in red letters, and below it are the words “Civil Air Patrol” in red letters on a white scroll (see Figure 7). Units will use these flags on all ceremonial occasions. *NOTE: Group or squadron designation should include full name and type of unit, i.e., “Maxwell Air Force Base Composite Squadron.” However, unit names too long for the space allotted may be shortened, i.e., “Maxwell AFB Comp Sq.” Additionally, if abbreviations are required to shorten the name, only the following standard abbreviations for type of unit will be used: Comp Sq, Cdt Sq, Sr Sq, Gp.*

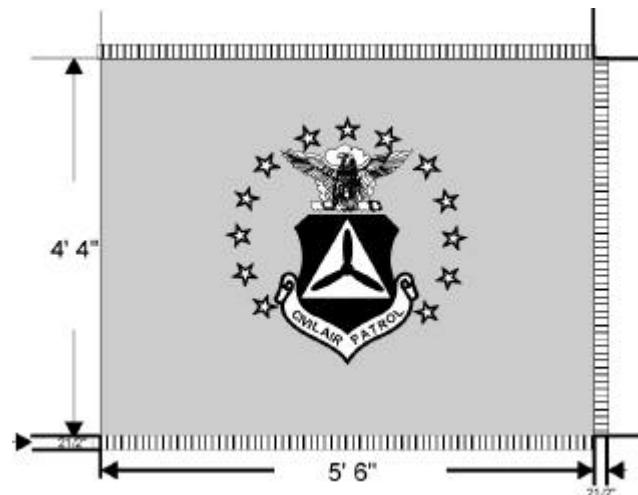


Figure 5. National CAP Flag.

(4) Squadron Guidons. Guidons may be used by squadrons. They are of ultramarine blue wool bunting or a substitute synthetic material, swallow-tailed, and 1 foot, 8 inches by 2 feet, 3 ¾ inches to end of swallow-tail. Basic CAP insignia will be centered 8 7/8 inches from fork of swallow. The guidon staff will be 8 feet in length, including staff ornament (see Figure 8). The wing charter number will be placed at the top and the unit charter number at bottom, centered above and below the triangle.



Figure 6. CAP Region and Wing Flag.

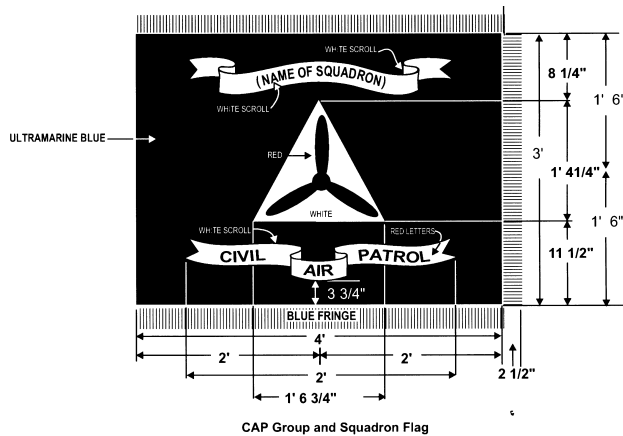


Figure 7. CAP Group and Squadron Flag.

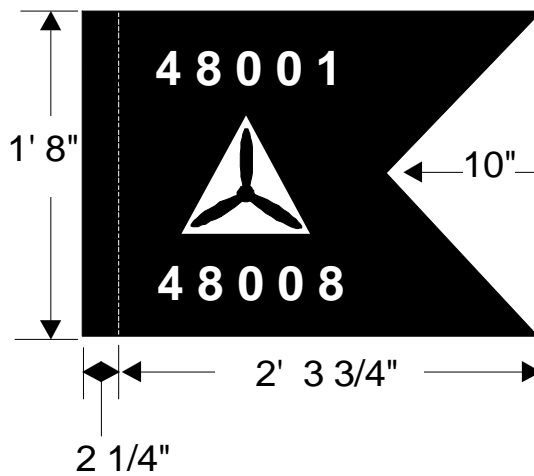


Figure 8. CAP Squadron Guidons.

6. Respect for US Flags:

a. The following signs of respect will be shown to the US flag at all times:

(1) It will not be dipped to any person or thing. Military organizational flags, state flags, and civilian organizational and institutional flags are dipped as a mark of honor.

(2) It will not be displayed with the union down, except as a signal of distress.

(3) It will not be permitted to touch anything beneath it such as the ground, the floor, water, or any object.

(4) It will not be carried flat or horizontally, but always aloft and free.

(5) It will not be used as a drapery of any sort. It is never festooned, but always allowed to hang free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, for draping the front of a platform, and for decorating in general.

(6) It will not be used as a covering for a ceiling.

(7) No mark, insignia, lettering, emblem, figure, or design will be placed on the flag.

(8) It will not be used as a receptacle for receiving or carrying any object.

(9) It may form a distinctive feature of the ceremony of unveiling a statue or monument, but will not be used as the covering for the statue or monument.

(10) Nothing will be placed on top of it when it is used to cover a casket. It will not be lowered into the grave.

(11) It will not be used in any kind of advertising. It will not appear in any form on cushions, handkerchiefs, napkins, or boxers, nor be reproduced on anything designed for temporary use and discard. Neither will it be used as any part of a costume or athletic uniform. Advertising signs will not be fastened to a staff or halyard from which the US flag is flown.

(12) It will not be draped over any part of a railroad train, boat, airplane, or any other vehicle.

(13) It will not be fastened, displayed, used, or stored in a manner that will permit it to be easily torn, soiled, or damaged in any way.

b. **Folding the Flag.** After being detached from the halyard, the flag is folded as shown in Figure 9.

c. **Ceremonial Destruction of the Flag.** When its condition is such that it is no longer fitting for display, the flag will be destroyed, per the ceremonial instructions outlined in Section C.

A and B—Holding the flag waist high, fold the lower striped section of the flag over the blue field.

C—The folded edge (the edge nearest the reader in B) is then folded over to meet the open edge.

D—A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.

E—The outer point is then turned inward parallel with the open edge to form a second triangle.

F—The triangular folding is continued until the entire length of the flag is folded in this manner.

G—When the flag is completely folded, only the blue field should be visible and it should be folded in the triangular shape of a cocked hat.

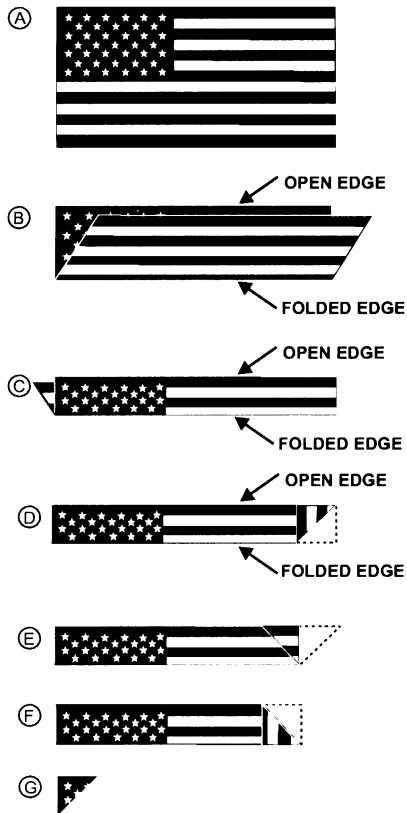


Figure 9. Correct Method of Folding US Flag.

7. Proper Use and Display of US “All-Purpose Flag”:

a. When flown on a stationary flagstaff, the US flag may be displayed from sunrise to sunset at CAP unit headquarters. It will be hoisted briskly and lowered ceremoniously.

b. When the US flag is displayed from a staff projecting from a window sill, balcony, or front of a building, the union should be at the staff’s peak (unless the flag is to be displayed at half-staff). When suspended across a street, the flag should be vertical, with the union to the north in an east-west street or to the east in a north-south street. When suspended from a rope between a house and pole at the edge of a sidewalk, the flag should be raised out from the building toward the pole union first (see Figure 10).

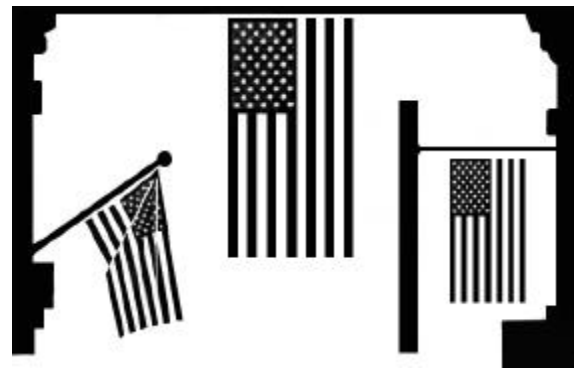


Figure 10. US Flag Displayed Over the Sidewalk.

c. When flags of one or more nations are displayed with the US flag, each will be flown from a separate staff of the same height. International usage forbids the display of the flag of one nation above that of another nation in time of peace. (see Figure 11).

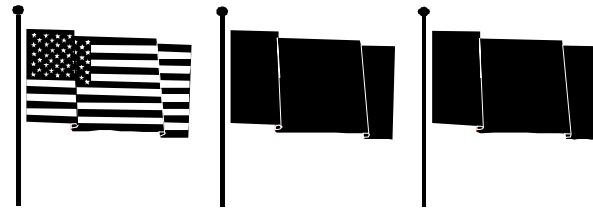


Figure 11. US Flag Displayed with Flags of Foreign Nations.

8. Proper Use and Display of US “Organizational Flag”:

a. **When Carried in Ceremonies.** The US flag will be carried by a color guard on all occasions of ceremony in which two or more CAP squadrons participate. The US flag will appear to the right and the wing flag on the left (see Figure 12). All flags carried with the US flag in ceremonies will be equal size to the US flag.



Figure 12. Carrying Flags at Ceremonies.

b. When Displayed on a Speaker's Platform, in a Church, or in a Public Auditorium. If displayed flat on a speaker's platform, the US flag will be displayed above and behind the speaker (see Figure 13). If displayed on a staff in a church or public auditorium, the US flag holds the position of prominence, in front of the audience. It is placed in the position of honor at the clergy's or speaker's right (see Figure 14) as they face the audience. Any other flag so displayed will be placed to the speaker's left or to the right of the audience. This same rule applies whether the flag is on or off the platform.



Figure 13. Position of US Flag on a Speaker's Platform.

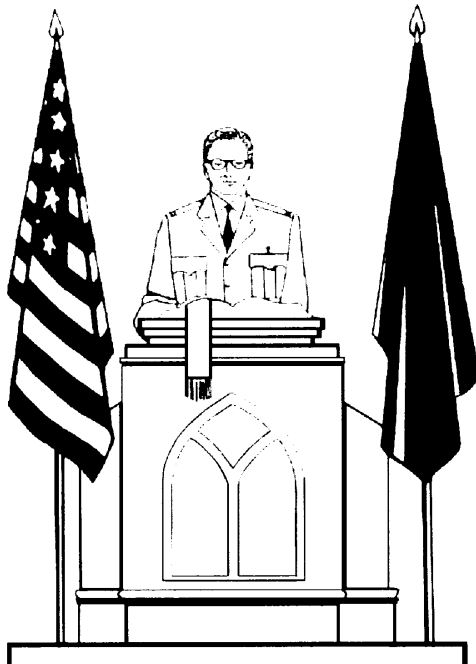


Figure 14. Display of US Flag in a Chapel or Auditorium.

c. When Displayed in an Office. When the US flag is displayed in an office, it is placed to the right of the desk (observer's left). Any other flag displayed at the same time will be placed to the observer's right (see Figure 15).



Figure 15. Display of Flag in an Office.

d. When Displayed from Crossed Staff. When the US flag is displayed with another flag against a wall with staffs crossed, the US flag will be on the right (observer's left) and its staff will be in front of that of the other flag (see Figure 16).

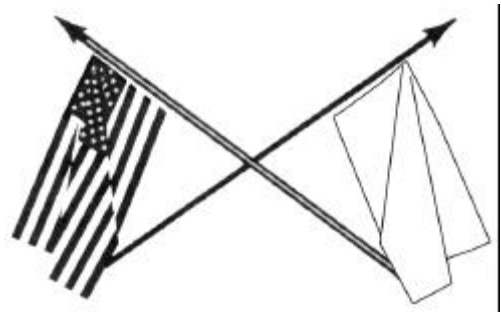


Figure 16. Display of Crossed Flags.

e. When Displayed without Staff. When displayed other than on a staff, the flag will be placed flat—whether indoors or outdoors—or so suspended that its folds fall as freely as if it were staff. When displayed flat against a wall—either vertically or horizontally—the union will always be to the observer's upper left (see Figure 17).

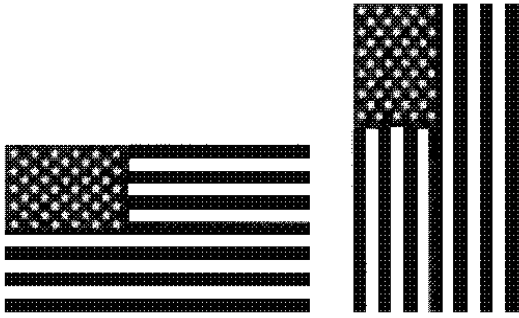


Figure 17. US Flag Displayed without Staff.

f. US Flag with Flags of States, Cities, and Localities and with Pennants of Societies. When displayed in a group with flags of states, cities, localities, or pennants of societies, the US flag will be at the center and at the highest point of a the group (see Figure 18). When flags are flown from the same halyard, the US flag will always be at the peak. When flags are flown adjacent staffs, the US flag will be hoisted first and lowered last. No other flag or pennant will be placed above or, if on the same level, to the right of the US flag.

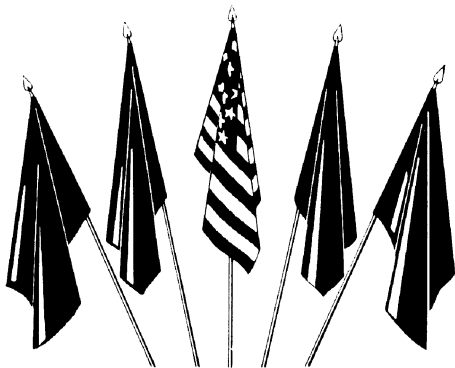
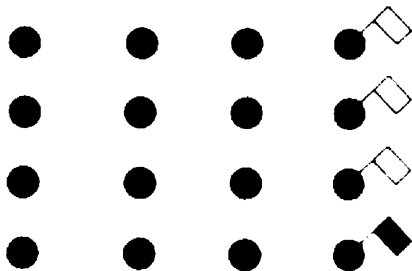
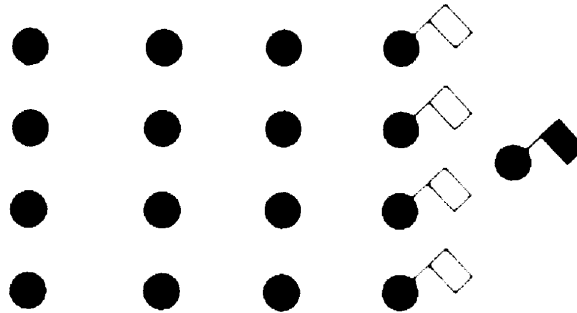


Figure 18. Displaying US Flag in a Group of Flags.

g. When US Flag Carried in Procession with Other Flags. When the US Flag is carried in a procession with other flags, the US flag is either on the marching right or if there is a line of other flags, in front of the center of the line (see Figure 19).



CARRIED IN A LINE



CARRIED IN FRONT

Figure 19. Position of Flags in Ceremonies.

h. When Flown at Half-Staff. When it is to be flown at half-staff, the US flag is first raised to the peak and then lowered to the half-staff position. When being lowered for the day, it should first be raised to the peak (see Figure 20).

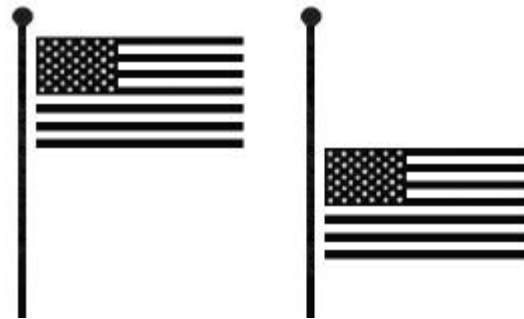


Figure 20. US Flag Flown at Half-Staff.

i. When Used to Cover a Casket. When the US flag is used to cover a casket, it should be placed so the union is at the head and over the left shoulder. The flag should not be lowered into the grave nor be allowed to touch the ground (see Figure 21).

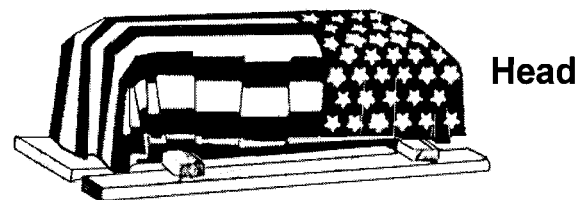


Figure 21. US Flag Covering Casket

j. When Displayed on Occasion Not Covered Specifically in This Regulation. When the US flag is displayed with other flags, the US flag is always given the position of honor, which is the flag's own right or an

observer's left. Any other flag displayed at the same time will be placed to the observer's right or the US flag's own left.

SECTION C—CEREMONIAL DESTRUCTION OF THE UNITED STATES FLAG.

9. Introduction. The observance of proper respect for the flag of the United States of America does not end when the flag becomes unserviceable. When a flag has been used in the proper adornment of a public place, utilized to adorn a grave, or otherwise served its purpose to the point where it becomes worn, tattered or heavily frayed, it must be destroyed with respect. The following is the official Civil Air Patrol ritual for the ceremonial destruction of the United States flag.

10. Script of Ceremony:

The command assembles in a meeting, outdoors, at night (dusk preferably). Units or flights are aligned in two parallel rows facing each other about 20 feet apart so as to form an aisle for the detail and the Color Guard to walk down. A **small** fire is burning at the opposite end of this aisle from the vice-commander, followed by the commander (see Figure 22).

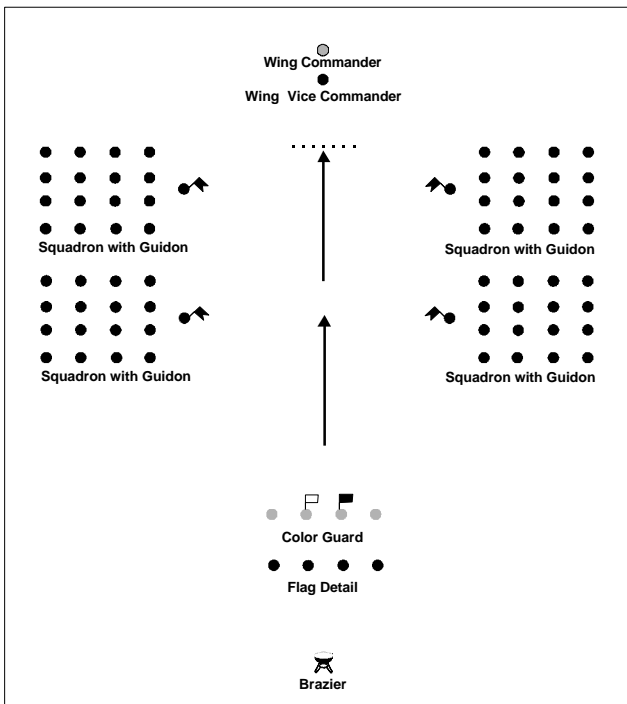


Figure 22.

Color Guard Commander: Orders the Color Guard to fall in. This guard should consist of at least:

1. an American Flag
2. a unit or wing flag, or
3. two guards with deactivated or non-operable weapons

If this is to be a wing function, each squadron may provide a unit flag. This Color Guard is to precede the detail in the ceremony.

Detail Commander: Orders the detail to fall in with the flags to be disposed of, following the Color Guard. This detail should consist of at least:

1. a guard armed with a deactivated or non-operable weapon
2. a commander
3. at least one person to carry folded flags, and
4. as many others as required to carry other folded flags

The combined detail (under the command of the Color Guard commander) proceeds to a position six paces from the vice-commander and halts.

Detail Commander (from the ranks): "Sir, we wish to present a number of unserviceable flags of our country for inspection and disposal."

Vice-Commander: "Detail advance and present the flags for inspection and disposal."

The detail moves from behind the Color Guard from one side or splits and rounds from both sides. They are halted three paces from the vice-commander (see Figures 23 and 24).

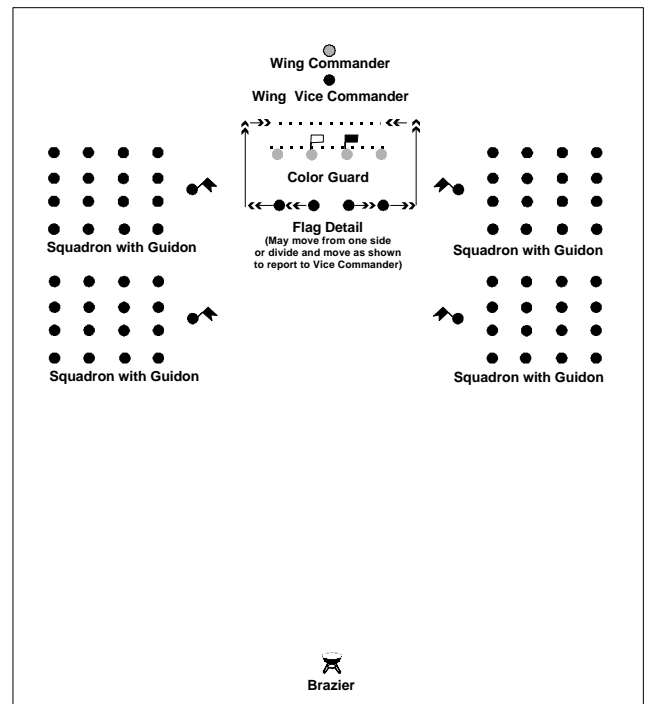


Figure 23.

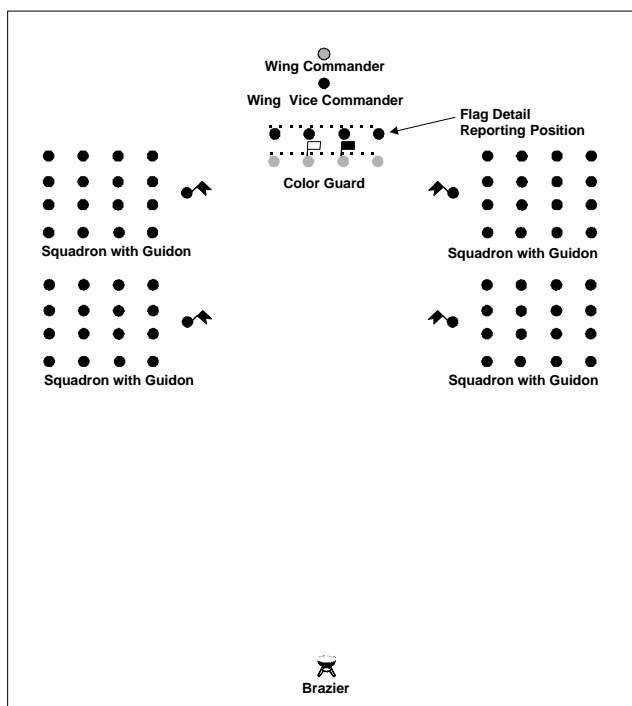


Figure 24.

Detail Commander: "Sir, we present these unserviceable flags for inspection."

Vice-Commander: "Is the present condition of these flags the result of their normal service as their emblem of our country?"

Detail Commander: "These flags have become faded and worn over the graves of our departed comrades and the soldiers and sailors dead of all the nation's wars."

Vice-Commander: "Have any of these flags served any other purpose?"

Detail Commander: "Some of these flags have been displayed in various public places."

Vice-Commander: "Present these flags to the commander for his inspection." (The detail commander salutes, the vice-commander returns the salute, does a right face and moves out of the detail's way, moving to a proper place behind the commander and to the commander's left.)

Detail Commander: "One step forward, MARCH." (The detail halts and the commander steps forward one pace.)

Detail Commander: (The detail commander salutes, the commander returns the salute.) "Sir, we have the honor to present for final inspection and disposal these flags of our country."

Commander: "Have these flags been inspected by the vice-commander?"

Detail Commander: "They have."

Commander to Vice-Commander: "Vice-Commander, what does your inspection show and what do you recommend?"

Vice-Commander: "Sir, since these flags have become unserviceable in a worthy cause, I recommend that they be honorably retired from further service. Since these flags have become faded and worn in a tribute of service and love, I also recommend that they be fittingly destroyed as prescribed by Title 36 of the United States Code, Chapter 10."

Commander to those present: "We have presented these flags of our country which have been inspected and deemed unserviceable. They have reached their present state in a proper service of tribute, memory and love."

"A flag may be a flimsy bit of printed gauze or a beautiful piece of silk. Its intrinsic value may be trifling or great, but its real value is beyond price. It is a precious symbol of all we and our fellow citizens have lived for, worked for, fought for and died for—a free nation of free people, true to the faith of the past, devoted to the ideals of Justice, Freedom and Democracy."

"Let these faded flags of our country be retired and destroyed with respectful and honorable rites and their places be taken by bright new flags of the same size and kind, and let no grave of our soldier or sailor dead be un-honored or unmarked. Detail commander assemble with the Honor Guard and destroy these flags by burning."

The detail commander salutes, the commander returns the salute.

The Color Guard executes a left or right wheel until facing the fire and awaits the detail.

The detail commander returns to the detail and moves them in military fashion to follow the Color Guard. When the detail is ready in place, he orders, "FORWARD, MARCH." The Color Guard with the detail marches down the aisle (see Figure 25).

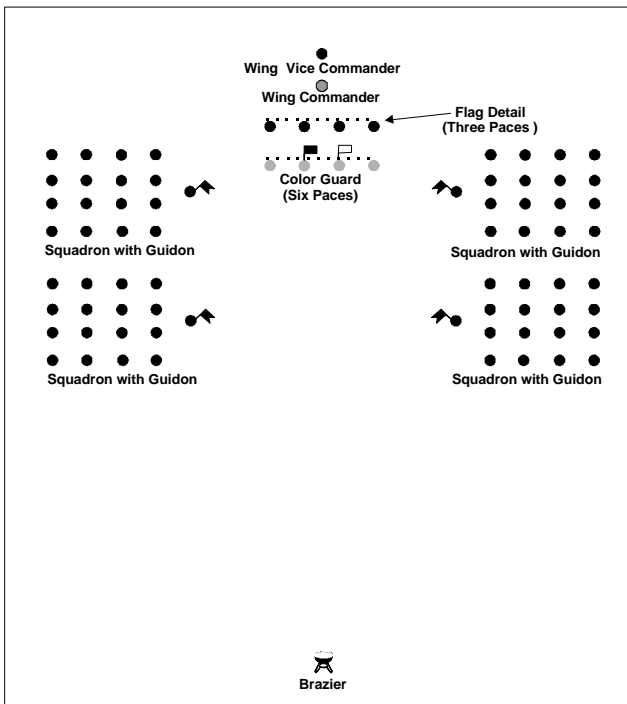


Figure 25.

The National Colors crosses over and takes its position on the right of the fire, and unit colors and guard on the left of the fire. The color bearers of the color guard should be stationed far enough away from the flames to keep their flags from harm should a breeze arise. In addition, enough room between the color guard and the fire should be left so the detail can station themselves between the color guard and the fire to carry out their duties (see Figure 26).

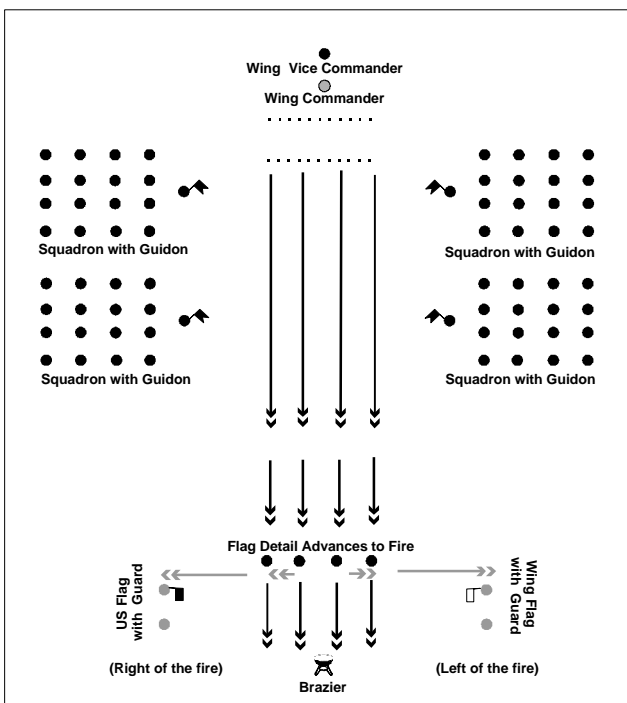


Figure 26.

They halt at attention.

Commander: "The Chaplain will now offer a prayer."

Chaplain: "Almighty God, Captain of all hosts and commander over all, bless and consecrate this present hour. We thank Thee for our country and its flag and for the liberty for which it stands. To a cleaning and purging fire we commit these flags, worn out in worthy service. As they yield their substance to the fire may your holy light spread over us and bring to our hearts renewed devotion to God and country. Amen."

The toast to the flag may be executed here if desired.

"A TOAST TO THE FLAG"

Here's is to the red of it-
There is not a thread of it
No, not a shred of it
In all the spread of it
From foot to head,
But heroes bled for it
Faced steel and lead for it,
Precious blood shed for it,
Bathing in red!

Here's to the white of it-
Thrilled by the sight of it,
Who knows the right of it
But feels the might of it
Through day and night?
Womanhood's cared for it,
Made manhood dare for it,
Purity's prayer for it
Keeps it so white

Here's to the blue of it-
Beauteous view of it,
Heavenly hue of it,
Star spangled dew of it
Constant and true.
Diadems gleam for it,
Stars stand supreme for it,
Liberty's beam for it,
Brightens the blue.

Here's to the whole of it-
Stars, stripes and pole of it,
Body and soul of it,
O, for the roll of it,
Sun shining through.
Hearts in accord for it,
Swear by the sword for it,
Thanking the Lord for it,
Red, White and Blue

Commander: “PRESENT, ARMS.” Proper salutes are rendered and unit flags are lowered.

Members on the detail place the flags designated for destruction on a rack, which is then put over the fire.

Bugler sounds *To the Colors* or *Taps*

Commander: “ORDER, ARMS. POST.”

Unit flags are brought back to the upright position. The Color Guard resumes its positions as at the beginning of

the ceremony in front of the fire, leaving room for the detail to follow. The detail forms behind the Color Guard. When the detail is in place, the detail commander calls “FORWARD, MARCH” and the combined detail moves out. At the far end of the aisle, the Color Guard commander halts them and has them fall out. The detail should remain behind till the flags are consumed. The ashes can then be disposed of. Local laws should be considered if a sprinkling is to be done.

SUMMARY OF CHANGES

This revision gives additional guidance on the use of the CAP seal and emblem and adds a script for the ceremonial destruction of the United States flag.